



Instruction for Uploading Materials to the Maqsut Narikbayev University Research Archive

Log in to the Research Archive by visiting **nara.mnu.kz** and complete the registration process.

Use your institutional email address (**@mnu.kz** or **@kazguu.kz**) to sign in.

To obtain permission to upload materials, please contact the Library at library@kazguu.kz.

Once access has been granted, upload your material by following the instructions below.

Instructions for Uploading a Material (Article Example)

1. Select the collection where your material should be deposited.

Click **Communities** → **MNU Schools**.

Open **Subcommunities and Collections**.

Select **MAQSUT NARIKBAYEV UNIVERSITY International School of Economics**.

Open **Subcommunities and Collections** again.

Select **Articles**.

2. On the left-hand black **Administration** panel, click the "+" icon, then select **Item**.

3. A drop-down list of collections available for your publication will appear.

Select the collection where you would like to upload your material.

Note: If the collection list is not displayed correctly, please clear your browser's cookies or try using a different web browser.

Click the name of the selected collection.

The **Edit Submission** page will open.

Attach the file and complete the submission form.

1. **AUTHOR:** Enter the author's name (Last Name, First Name).

If there are multiple authors, add additional author fields.

2. **TITLE:** Enter the title of the material (use title case).

3. **OTHER TITLES:** Optional.

Enter a subtitle or an alternative title in another language, an abbreviated title, or another variant of the title, if applicable.

4. **DATE OF ISSUE:** Enter the publication date of the material or the dissertation defense date (year and month).

5. **PUBLISHER:** Select the appropriate MNU School and enter the publisher's name, separated by a comma.

6. **IDENTIFIERS:** Enter the ISSN, if applicable.

7. **TYPE:** Select the appropriate type of the uploaded material from the drop-down list.

8. **LANGUAGE:** Select the language of the material.

9. **SUBJECT KEYWORDS:** Enter at least three primary keywords describing the material, separated by commas (use title case).

10. **ABSTRACT:** Provide an abstract of the submitted material.

11. **FILE UPLOADS:** In this section, you can edit the file description and access settings for the uploaded file. Click the **Edit** icon.

12. **CREATIVE COMMONS LICENSE:** Select the appropriate Creative Commons license from the drop-down list.

13. Before submitting, review the terms of the license agreement and click the appropriate confirmation button.

14. Select the checkbox at the bottom of the page to grant the license.

15. After completing the submission, you may either save it and continue later or finalize it by clicking **Deposit**.

Contact Us

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